



**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The Internet address for GSA Advantage!® is: <http://www.gsaadvantage.gov>

**Financial and Business Solutions (FABS)
Federal Supply Schedule 520
FSC Group 520**

**Contract Number: GS-23F-0040T
Contract Period: 3/27/2007 – 3/26/2012**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>



**1637 Thames Street
Baltimore, MD 21231
Phone: (410) 824-6000
FAX: (410) 824-0150
www.invotex.com**

Business Size: Small Business

**Prices Shown Herein are Net (discount deducted)
Contract current through award dated March 27, 2007**

CUSTOMER INFORMATION

1a. Special Item Numbers Awarded:	SIN 520-11 Accounting
1b. Lowest Priced Model Number and Lowest Price:	Please see page 4 for Labor Rates
1c. Labor Category Descriptions:	Please see pages 5 and 6
2. Maximum Order:	\$1,000,000
3. Minimum Order:	\$300
4. Geographic Coverage:	Domestic & Overseas
5. Points of Production:	Not Applicable
6. Discount from List Price:	Prices shown are net prices
7. Quantity Discounts:	Not Applicable
8. Prompt Payment:	Net 30 days
9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.	
9b. Government Purchase Cards are accepted above the micro-purchase threshold.	
10. Foreign Items:	Not Applicable
11a. Time of Delivery:	To be negotiated with contracting agency
11b. Expedited Delivery:	To be negotiated with contracting agency
11c. Overnight and 2-day delivery:	To be negotiated with contracting agency
11d. Urgent Requirements:	Contact Invotex for urgent requirements
12. FOB:	Destination

13a. Ordering Address:	Invotex Group 1637 Thames Street Baltimore, MD 21231 Attn: Karen Wang (P) 410-824-0135 (f) 410-824-0135 kwang@invotex.com
13b. Ordering Procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in FAR 8.405-3.
14. Payment Address:	Invotex Group 1637 Thames Street Baltimore, MD 21231 Attn: Kris Reilly
15. Warranty Provision:	Not Applicable
16. Export Charges:	Not Applicable
17. Government Commercial Credit Cards	Not Applicable
18. Terms and Conditions of Rental, Maintenance and Repair	Not Applicable
19. Terms and Conditions of Installation:	Not Applicable
20. Terms and Conditions of Repair Parts:	Not Applicable
21. List of Service and Distribution Points:	Not Applicable
22. List of Participating Dealers:	Not Applicable
23. Preventive Maintenance:	Not Applicable
24a. Special Attributes:	Not Applicable
24b. Section 508 Compliance:	Not Applicable
25. Data Universal Number (DUN):	155351331
26. Central Contractor Registration (CCR) Database:	Invotex, Inc. has registered with the Central Contractor Registration (CCR) Database.

INVOTEX FINANCIAL AND BUSINESS SERVICE OFFERINGS

Invotex has been awarded a contract by GSA to provide services under the following Special Item Number (SIN):

SIN 521-11 Accounting

The accounting services to be provide the contractor may include, but not limited to, the following:

- Analyze, process and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness
- Perform/prepare record keeping, reconciliation and management reporting.
- Perform other important operations/accounting functions such as assets liquidation and claims analysis as well as claim distributions

HOURLY RATES FOR SERVICES

For FABS SIN 520-11: Accounting Services

Schedule of Charges (Hourly, including the 0.75% fee)					
Labor Category	03/27/07- 03/26/08	03/27/08- 03/26/09	03/27/09 -03/26/10	03/27/10- 03/26/11	03/27/11- 03/26/12
Managing Director Accounting Services	226.69	233.49	240.49	247.70	255.14
Director/ Sr. Manager Accounting Services	176.31	181.60	187.05	192.66	198.44
Manager Accounting Services	146.09	154.98	159.63	164.42	169.35
Senior Consultant Accounting Services	136.01	140.09	144.29	148.62	153.08
Consultant Accounting Services	75.56	77.83	80.16	82.56	85.04
Analyst Accounting Services	50.38	51.89	53.45	55.05	56.70

LABOR CATEGORY DESCRIPTIONS

SIN 520-11: Accounting Services

1. Managing Director Accounting Services

Education: Bachelors Degree in Accounting, Finance, Economics or similar field.

Experience: 12 years of consulting and/or directly relevant industry experience.

Duties/Responsibilities: Provides strong executive level management and direction on overall engagement performance. Works with Senior Managers and/or Managers to devise plans to ensure that project goals and objectives are accomplished on a timely and cost effective basis, and to ensure the high quality of deliverables.

2. Director/ Senior Manager Accounting Services

Education: Bachelors Degree in Accounting, Finance, Economics or similar field.

Experience: 8 years of consulting and/or directly relevant industry experience.

Duties/Responsibilities: Serves as key client contact, resolves issues and involves senior management when necessary. Develops detailed plans of action, addresses staffing needs and coordinates work on engagements. Oversees the preparation of client deliverables and ensures quality control of client deliverables. Serves as a key resource on technical issues.

3. Manager Accounting Services

Education: Bachelors Degree in Accounting, Finance, Economics or similar field.

Experience: 5 years of consulting and/or directly relevant industry experience.

Duties/Responsibilities: Maintains day-to-day responsibility for meeting client expectations. Implements the plan of action and delegates work to others, reviewing and following up appropriately. Addresses staffing needs and coordinates work on engagements. Identifies issues that require elevation to senior members of project team. In charge of preparation of client deliverables and ensures quality control of client deliverables. Serves as key resource on technical issues.

4. Senior Consultant Accounting Services

Education: Bachelors Degree in Accounting, Finance, Economics or similar field.

Experience: 2-3 years of consulting and/or directly relevant industry experience.

Duties/Responsibilities: Performs accounting and financial analysis. Prepares client deliverables and ensures work product quality and compliance. Ensures project completion within budget and time constraints. Assigns specific tasks to consultants or junior staff and reviews work product. Contributes to the development of work plan. Interfaces with the client on a day-to-day basis.

5. Consultant Accounting Services

Education: Bachelors Degree in Accounting, Finance, Economics or similar field.

Experience: 0-1 year of consulting and/or directly relevant industry experience.

Duties/Responsibilities: Provides analytical and program support. Conducts industry and technical research. Documents research and investigation findings. Completes task assignment within time and budget constraints. Interfaces with the client on a day-to-day basis.

6. Analyst Accounting Services

Education: High School Diploma.

Experience: 1 year of consulting and/or directly relevant industry experience.

Duties/Responsibilities: Provides program support to all levels of the project team members. Knowledgeable in office software applications such as word processing, spreadsheet and presentation software. Assists in specific task assignments.

INVOTEX FINANCIAL AND BUSINESS SERVICE OFFERINGS

Invotex has been awarded a contract by GSA to provide services under the following Special Item Number (SIN):

SIN 520-3 Due Diligence and Support Services

The accounting services to be provide the contractor may include, but not limited to, the following:

- Full on-site license agreement royalty audit
- Limited procedure license agreement desk audit
- Confirm or validate specific elements of an agency's portfolio of assets
- Collect and organize data from an agency's files or a third party source
- Create asset inventory database
- Resolve and/or implement license agreement audit findings
- Develop quality / information controls related to intellectual property
- Improve operating efficiency and effectiveness of intellectual property management
- Perform/prepare record keeping, reconciliation and management reporting of intellectual assets

HOURLY RATES FOR SERVICES

For FABS SIN 520-3: Due Diligence and Support Services

Schedule of Charges (Hourly, including the 0.75% fee)		
Labor Category	03/27/10- 03/26/11	03/27/11- 03/26/12
Managing Director Royalty Audit Services	305.24	311.34
Director Royalty Audit Services	266.48	271.81
Staff Consultant Royalty Audit Services	101.75	103.79

Labor Category Descriptions

1. Managing Director, Royalty Audit Services

Experience of 15 or more years, certified public accountant and potentially with advanced degree. Specifically, the Managing Director for Royalty Audit Services has overall technical review and quality control responsibility for every royalty audit performed by Invotex and may lead teams of royalty auditors to conduct the royalty audit services with completeness and accuracy. Generally, the Managing Director for royalty audits has education, training and experience to plan royalty audit engagements, perform and direct others to perform required research specifically tailored to the assignment, perform and oversee others perform on-site verification of the completeness and accuracy of royalty payments made through document observation and analysis and accounting record observation and analysis, interview and oversee performance of interviews of Licensee / target personnel and write or direct others to write complete and appropriate reports of Invotex services performed for clients as described in Section III (B) Proposed Services.

2. Director, Royalty Audit Services

Experience of 10 or more years, certified public accountant and potentially with advanced degree. Specifically, a Director of royalty audit services leads teams of royalty auditors and has responsibility for completeness and accuracy of royalty audit work performed on royalty audit engagements. Generally, a Director for royalty audit services has education, training and experience to plan royalty audit engagements, perform and direct others to perform required research specifically tailored to the assignment, perform and oversee others perform on-site verification of the completeness and accuracy of royalty payments made through document observation and analysis and accounting record observation and analysis, interview and oversee performance of interviews of Licensee / target personnel and write or direct others to write complete and appropriate reports of Invotex services performed for clients as described in Section III (B) Proposed Services.

3. Analyst, Royalty Audit Services

Experience up to 3 years in financial related work and is regularly assigned to compliance and other intellectual property analysis engagements. When specifically assigned to royalty audit engagements, Analysts are able to perform the following services when directed and overseen by either the Managing Director of royalty audit services or a Director of royalty audit services: research specifically tailored to the assignment; perform on-site verification of the completeness and accuracy of royalty payments made through document observation and analysis and accounting record observation and analysis.